



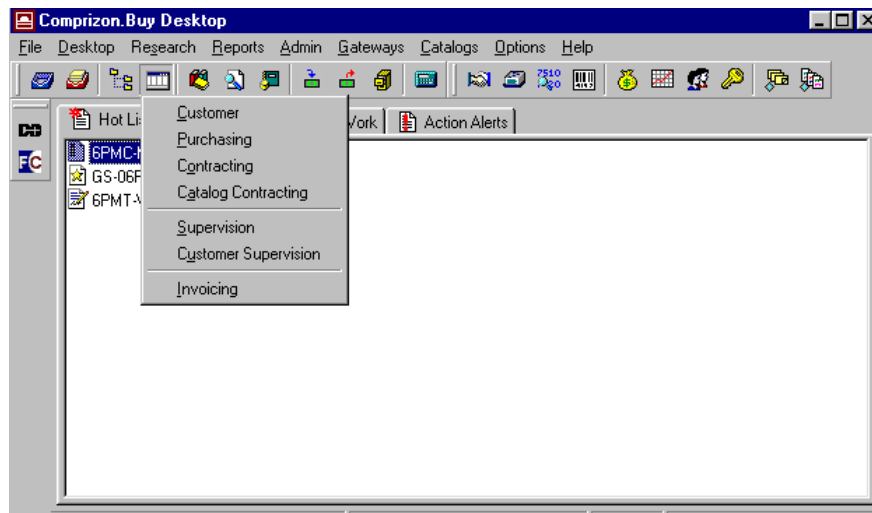


# INDEFINITE DELIVERY INDEFINITE QUANTITY CONTRACTS


## ***The EAS Desktop***

From the EAS desktop choose the  or the  icon. The  icon allows users to view and maintain data in worksheet view. The  icon allows users to view and maintain data in a folder view.

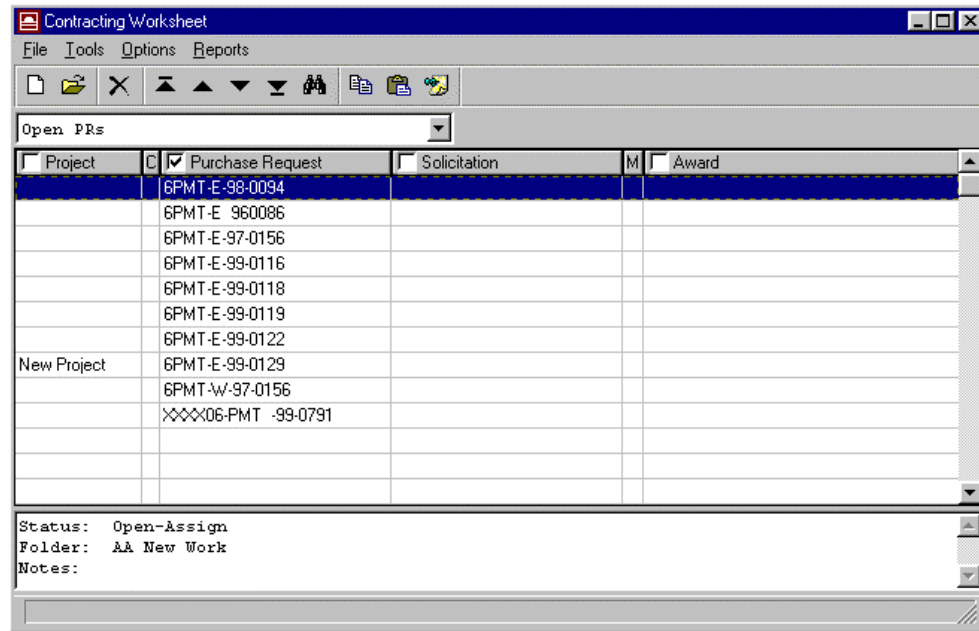
### **EAS Desktop**



## ***Creating the IDIQ contract***

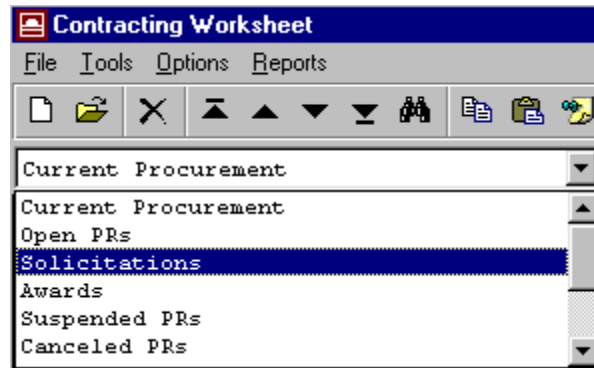
Clicking on  and select “Contracting” from the drop-down menu to display the *Contracting Worksheet*.

## Contracting Worksheet



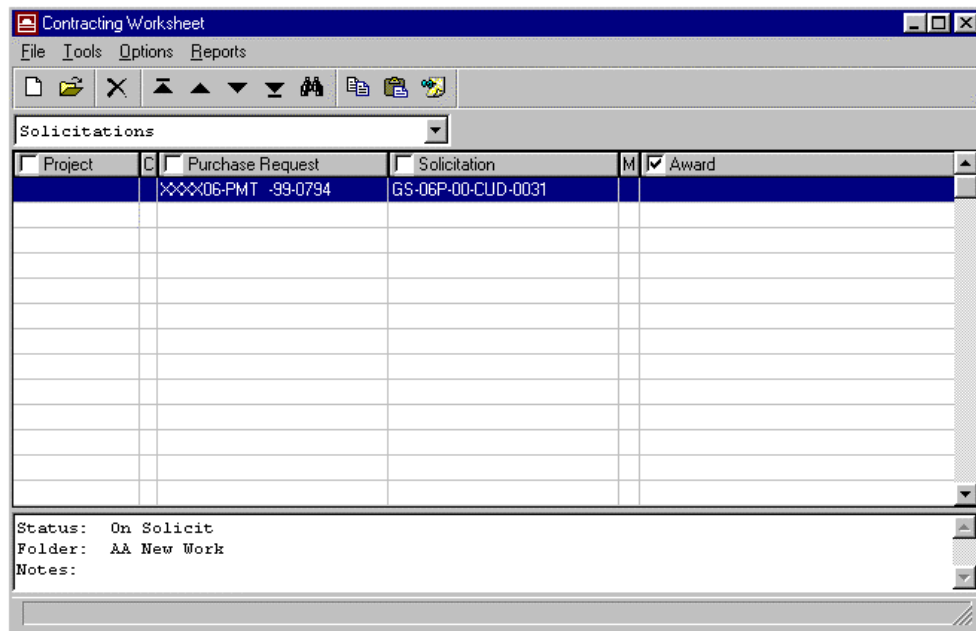
From the *Contracting Worksheet* click on the drop-down arrow directly underneath the tool bar and select “Solicitations” as shown below.

## Contracting Worksheet



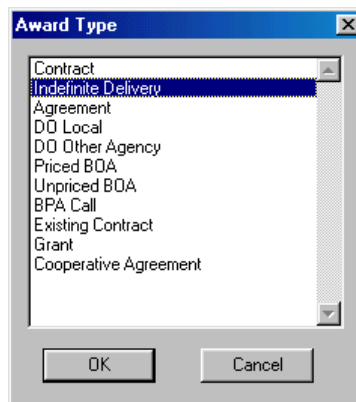
Highlight the “Solicitation Number” to be awarded. Click in the check box next to “Award.”


## Contracting Worksheet



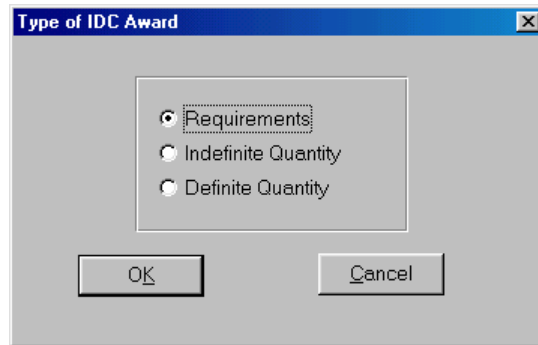
Click on the  icon to create a new IDIQ contract.


### Award Type Pop-Up Screen



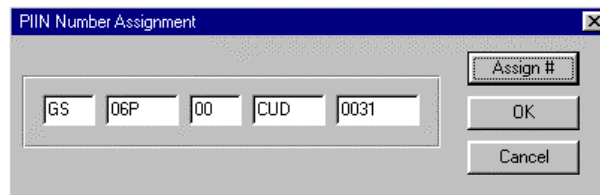
Click on “Indefinite Delivery” from the “Award Type” pop-up menu and then . The *Type of IDC Award Screen* will appear.


## Type of IDC Award Screen


A dialog box titled "Type of IDC Award" with a close button (X) in the top right corner. Inside the dialog, there are three radio buttons: "Requirements" (which is selected), "Indefinite Quantity", and "Definite Quantity". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Click on the “Requirements” radio button and then . The *PIIN Number Assignment Data Entry Screen* will appear.

## PIIN Number Assignment Data Entry Screen

A dialog box titled "PIIN Number Assignment" with a close button (X) in the top right corner. It contains five text input fields with the following values: "GS", "06P", "00", "CUD", and "0031". To the right of these fields are three buttons: "Assign #", "OK", and "Cancel".

To accept the system-generated contract award number, click .

*NOTE: Manually overwrite the default contract number, if desired. Click  on the PIIN Number Assignment Data Entry Screen. EAS does NOT allow duplication of contract numbers.*

*NOTE: To assign a contract number, click . EAS generates the next available number. Click .*

The Admin Screen of the Award Administration Tab Control Screen will appear.

## Award Administration

## Award Administration Tab Control Screen

### Admin Screen

Award Administration

Admin Properties Addresses Funding Text Form Info Catalog

Award Information

Award Date: 10/26/1999 Award Form: SF 1442

Expires On: 12/30/2000 PR Number: 6PMT E 97 0139

Signed On: 10/26/1999

Currency: US Dollars Rate: 1.000000

Vendor: 00003672

Ackerman Inc., Architecture +  
7751 Carondelet, Suite 100  
Clayton, MD 63105  
(314)726-6250

COR/COTR:

Contract Officer: Mitchell R. Akers

OK Cancel Apply Help


Enter the award date in the “Award Date” data field, and press the <Tab> key to move to the “Award Form” data field. Click on the drop-down arrow, and a drop-down menu appears. Select one of the contract award forms listed below.

Award Form	Mail Invoice Information Block Number	Contract Services
SF 26:	See Block 12	Award/Contract
SF 33:	See Block 25	Service Contract
SF 252:	See Block 9	Architect/Engineer
SF 1442:	See Block 26	Construction
SF 1449:	See Block 18a	Solicitation/Contract/Order for Commercial Items

Press the <Tab> key to move to the “Expires On” field. Enter the estimated contract completion date.



Press the <Tab> key to move to the “Signed On” field. Enter the estimated date that contract will be signed.

*Note: This date may be changed as long as no modifications have been created against the contract.*

Press the <Tab> key to move to the “Vendor” data field. To find a vendor, click on the , and the *Vendor Search Screen* will appear.

## Vendor Search Screen

Vendor	Name	Address
00000001	Test Vendor for Use with Dummy	111, Kansa City, MO, 64131
00000002	Schumacher Elevator Co.	240 E. Main Street, Denver, IA, 50622
00000003	Davdan Products, Inc.	18 Passaic Avenue, Unit #1, P.O. Box 1403, Fair
00000004	GEI Consultants, Inc.	1021 Main Street, Winchester, MA, 01890-1943
00000005	Herman Miller	c/o Pigott, Inc., 3815 Ingersoll, Des Moines, IA, 5
00000006	J. L. Jelinek Construction, Inc.	2204 A. Street, S.W., Cedar Rapids, IA, 52404
00000007	Tichy Electric Company, Inc.	1014 11th Street, N.E., Cedar Rapids, IA, 52402
00000008	A-1 Electric, Inc.	4627 J. Street, S.W., Cedar Rapids, IA, 52404

At the "Vendors Where" drop-down menu select "Name." Tab to "Begins With" and type the first few letters of the contractor's name. Click on the  icon to begin the search and all contractors that begin with the entered letters will appear. Select the appropriate vendor by highlighting its name and then clicking on the  button. Press the <Tab> key twice to move to the "COTR/COR" field.

## Admin Screen

Award Information

Award Date: 10/26/1999 Award Form: SF1442

Expires On: 12/30/2000 PR Number: 6PMT E 97 0139

Signed On: 10/26/1999

Currency: US Dollars Rate: 1.000000

Vendor: 00003672

Ackerman Inc., Architecture +  
7751 Carondelet, Suite 100  
Clayton, MO 63105  
(314)726-6250

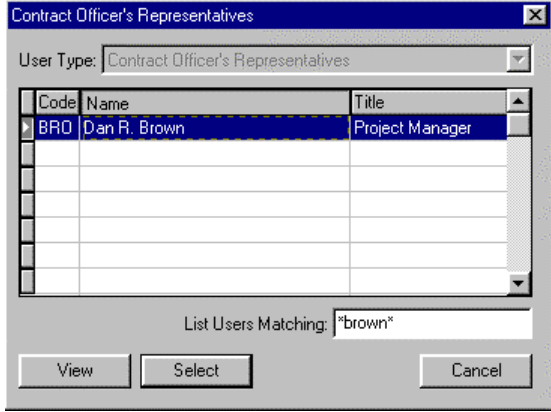
COR/COTR: BRO Dan R. Brown

Contract Officer: Ake Mitchell R. Akers

Enter the "COTR/COR" three-digit user ID code and press the <Tab> key to move to the "Contract Officer" data field.

NOTE: Use the  to find the COTR/COR three-digit user ID code, if unknown.

## Contracting Officer's Representative Search Screen





The screenshot shows a window titled "Contract Officer's Representatives". It has a "User Type" dropdown menu set to "Contract Officer's Representatives". Below this is a table with three columns: "Code", "Name", and "Title". The first row is highlighted in blue and contains the values "BRQ", "Dan R. Brown", and "Project Manager". Below the table is a text field labeled "List Users Matching:" with the text "brown" entered. At the bottom are three buttons: "View", "Select", and "Cancel".

Code	Name	Title
BRQ	Dan R. Brown	Project Manager

List Users Matching: "brown"

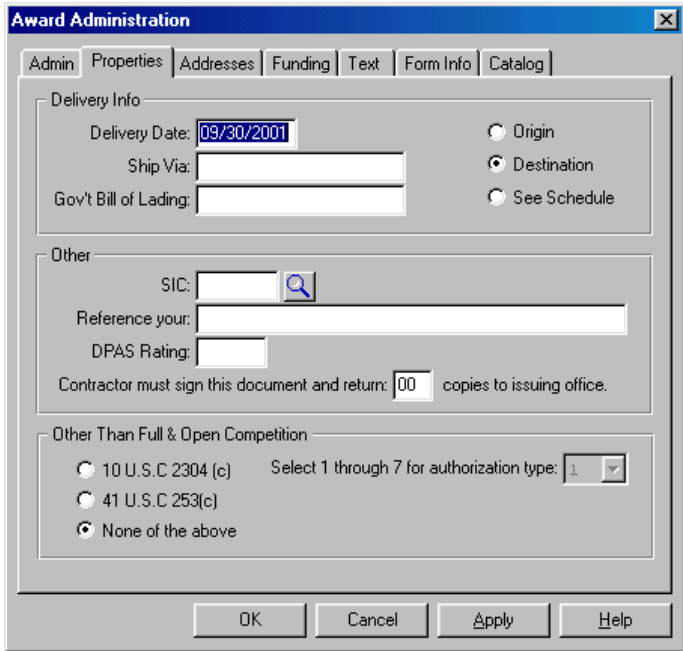
View Select Cancel

Enter the Contracting Officer's three-digit user ID code in the "Contract Officer" data field. Click  to save.

NOTE: Use the  to find the Contracting Officer's three-digit user ID code, if unknown. Enter their name preceded and followed by a \* and click on the Name bar to search for code.

Next, click on the "Properties" tab at the top of the screen, and the *Properties Screen* will appear.

## Properties Screen




The screenshot shows a window titled "Award Administration" with several tabs: "Admin", "Properties", "Addresses", "Funding", "Text", "Form Info", and "Catalog". The "Properties" tab is selected. The screen is divided into three main sections: "Delivery Info", "Other", and "Other Than Full & Open Competition".

**Delivery Info:**

- Delivery Date: 09/30/2001
- Ship Via: [text field]
- Gov't Bill of Lading: [text field]
- Origin: ☐
- Destination: ☒
- See Schedule: ☐

**Other:**

- SIC: [text field] 
- Reference your: [text field]
- DPAS Rating: [text field]
- Contractor must sign this document and return: 00 copies to issuing office.



**Other Than Full & Open Competition:**

- ☐ 10 U.S.C 2304 (c)
- ☐ 41 U.S.C 253(c)
- ☒ None of the above
- Select 1 through 7 for authorization type: 1

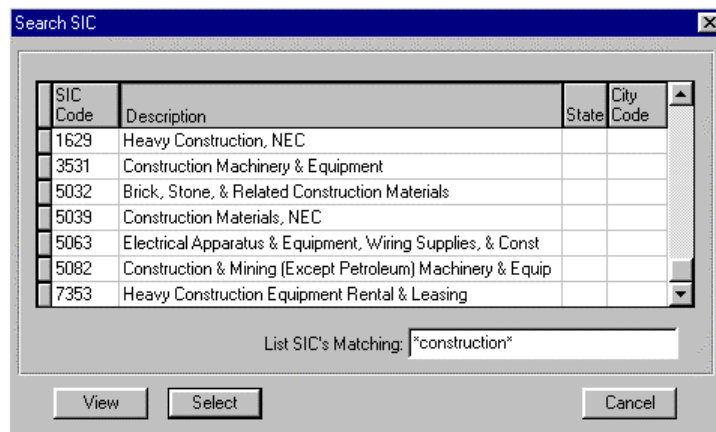
At the bottom are four buttons: "OK", "Cancel", "Apply", and "Help".

Note that the delivery date defaults from the *Solicitation Data Entry Screen*. This date may be changed if necessary.

*NOTE: Leave both the "DPAS Rating" and the "Reference Your" data fields blank.*

Enter appropriate SIC (Standard Industrial Code). Use look-up feature by clicking on the  icon. If the SIC code is not known, then type in the work to be performed, preceded and followed by an asterisk in the "List SIC's Matching" field and then clicking on the "Description" field header. Highlight the proper selection and click on  .

## SIC Search Screen




The screenshot shows a window titled "Search SIC" with a table of SIC codes and descriptions. The table has four columns: SIC Code, Description, State, and City Code. The "List SIC's Matching" field contains the text "\*construction\*". Below the table are buttons for "View", "Select", and "Cancel".

SIC Code	Description	State	City Code
1629	Heavy Construction, NEC		
3531	Construction Machinery & Equipment		
5032	Brick, Stone, & Related Construction Materials		
5039	Construction Materials, NEC		
5063	Electrical Apparatus & Equipment, Wiring Supplies, & Const		
5082	Construction & Mining (Except Petroleum) Machinery & Equip		
7353	Heavy Construction Equipment Rental & Leasing		

List SIC's Matching:

Enter number of copies to be returned.

Complete all other applicable fields, and then click . Move to the "Addresses" tab at the top of the screen, and click to bring the *Addresses Screen* forward.



## Addresses Screen

**Award Administration**

Admin | Properties | **Addresses** | Funding | Text | Form Info | Catalog

**Address Information**

Enter a valid address code for each of the four addresses. The corresponding address will display below.

Issued By: GY000    Payment Made By: BLANK  
Deliver To: 11ZZSPRI    Administered By: GY000

**Address Display:**


General Services Administration  
1500 E Bannister Rd  
Kansas City, MO 64131

**Other Locations**


Place of Inspection: \_\_\_\_\_  
Place of Acceptance: \_\_\_\_\_  
Receiving Office: \_\_\_\_\_

OK    Cancel    Apply    Help

Complete all applicable fields, and then click .

*NOTE: Use the  to find any unknown address or office codes.*

Check address codes displayed. If necessary, change code to reflect proper address. If code is unknown then use search engine to find code by typing in building or department name, preceded and followed by an asterisk and clicking on the "Address Lines" field header.

Highlight proper address and click on .

If applicable, enter information under other locations.

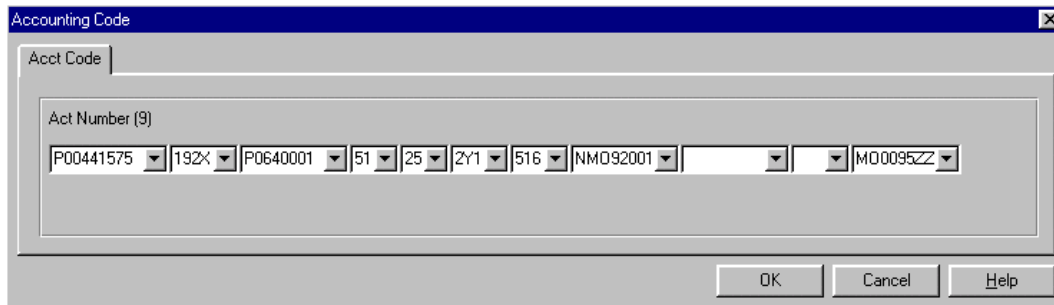
Move to the "Funding" tab, and click to bring the *Funding Screen* forward.

## **Funding Screen**

Verify the appropriation data, and make any necessary changes. Make sure the “Prompt Payment Act” box is checked. Tab to the "Invoice To" field and use to search for the address where invoices will be mailed. Click to save changes. Refer to the following table for account code information.

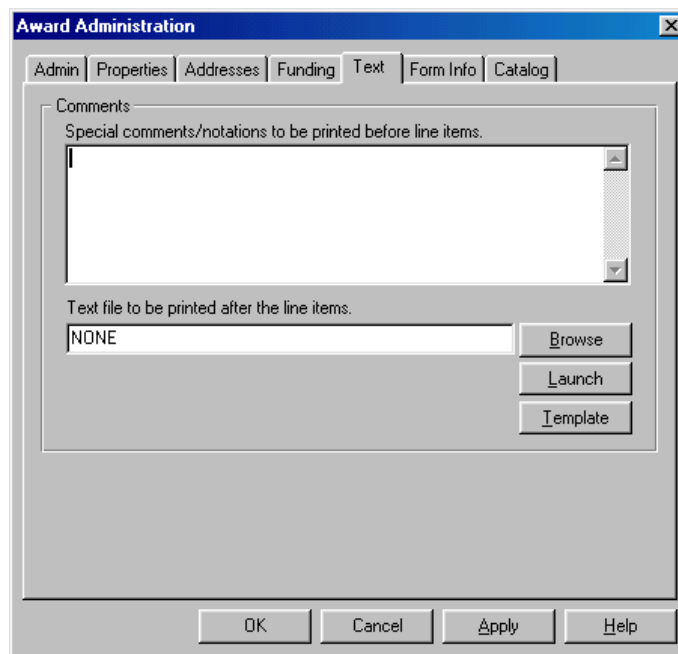
Account Code	Length (characters)	Example
ACT Number:	9	P12345678
Fund Code:	4	192X
Org Code:	8	P0730001
Budget Activity:	2	54
Object Class:	2	25
Function Code:	3	RK1
Cost Element:	3	516
Project Number:	8	RTX96057
CC-A:	8	N9123456
Work Item:	3	314
CC-B:	8	TX0224ZZ

## Accounting Code Screen

The screenshot shows the 'Accounting Code' window. It has a title bar with a close button. Below the title bar is a tab labeled 'Acct Code'. The main area contains a label 'Act Number (9)' followed by a series of dropdown menus. The values in the dropdowns are: P00441575, 192X, P0640001, 51, 25, 2Y1, 516, NM092001, an empty dropdown, and M00095ZZ. At the bottom right are three buttons: OK, Cancel, and Help.



Next, click on the “Text” tab to bring forward the *Text Screen*.


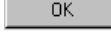
## Text Screen

The screenshot shows the 'Award Administration' window with the 'Text' tab selected. The title bar has a close button. The tab bar includes 'Admin', 'Properties', 'Addresses', 'Funding', 'Text', 'Form Info', and 'Catalog'. The main area has a 'Comments' section with a text area containing the text 'Special comments/notations to be printed before line items.' Below this is a 'Text file to be printed after the line items.' section with a dropdown menu showing 'NONE'. To the right of this dropdown are three buttons: 'Browse', 'Launch', and 'Template'. At the bottom are four buttons: OK, Cancel, Apply, and Help.

In the "Special comments" field, enter any text that is to print before the line items. These may be special instructions to the vendor for place of delivery or time of performance.

A text file may be added to print after the line items but before the clauses by attaching a MS Word file to the Text file field.

Attach an additional text file by clicking  and selecting a file from the appropriate location in MS Word and clicking  to return to the *Award Admin Screen*.

Or, click  to view the selected file. If necessary, enter any special comments/notations in the “Special Comments/Notations” box, and then click .

*Note: Click on the "Form Info" tab ONLY if this is an A/E or CI award.*


## **Form Info Screen**

The screenshot shows a window titled "Award Administration" with a tabbed interface. The "Form Info" tab is selected. The window contains two sections: "SF252" and "SF1449". The "SF252" section has three text input fields labeled "Negotiation Authority:", "Project Title:", and "Project Location:". The "SF1449" section has two text input fields labeled "Offer Dated:" (with a date format " / / ") and "Accepted Items:". At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

If a SF252 is being used for the award, fill in the "Negotiated Authority", "Project Title", and "Project Location".

If a SF1449 is being used for the award, fill in "Offer Dated" and "Accepted Items".

*Note: There is no need to visit the "Catalog Screen." It does not apply to these types of contracts.*

Once all the tabbed screens have been completed, click  to return to the *Award Summary Screen*.

## Award Summary Screen

The screenshot shows a software window titled "Award GS-06P-00-CUD-0031". The menu bar includes "File", "Tools", "Options", "Gateways", "Forms", and "Financial". The toolbar contains icons for file operations and printing. The main content area displays summary information for an award, with sections for Administration, Account Summary, Line Items, Clauses, Routing, FPDS, and Modifications. Each section has a checkbox and a link. The "Notes" section at the bottom contains a text area with the text "No procurement notes.".

☐ [Administration](#)  
Vendor: Ackerman Inc., Architecture + (00003672)  
CO: Mitchell R. Akers (AKE) COR: Dan R. Brown (BRO)  
Amount: 300,000.00 Date: 12/31/1999

☐ [Account Summary](#)  
Number Codes: 1 Total Amount: \$900,000.00

☐ [Line Items](#)  
Total Number: 6 Total Amount: \$900,000.00

☐ [Clauses](#)  
No clauses. Document Type: Contract Award UCF

☐ [Routing](#)  
No routing information.

☐ [FPDS](#)  
Status: None

☐ [Modifications](#)  
No modifications.

Notes  
No procurement notes.

## Line Item Management

Click on "Line Items" and the *Award Line Item Management Browser* will appear.

## Award Line Item Management Browser

Award Line Item Management - GS-06P-00-CUD-0031

File Tools Options


Line Item Total: 900,000.00 Option Total: 600,000.00

No.	Description	Quantity	UI	Cost	Type	Status
0001	a/e design phase I	1.00	EA	100000.00	BPRI	Full Award
0002	a/e build phase I	1.00	EA	200000.00	BPRI	Full Award
0003	a/e design phase I	1.00	EA	100000.00	OPRI	Full Award
0004	a/e build phase I	1.00	EA	200000.00	OPRI	Full Award
0005	a/e design phase I	1.00	EA	100000.00	OPRI	Full Award
0006	a/e build phase I	1.00	EA	200000.00	OPRI	Full Award

Description : a/e design phase I

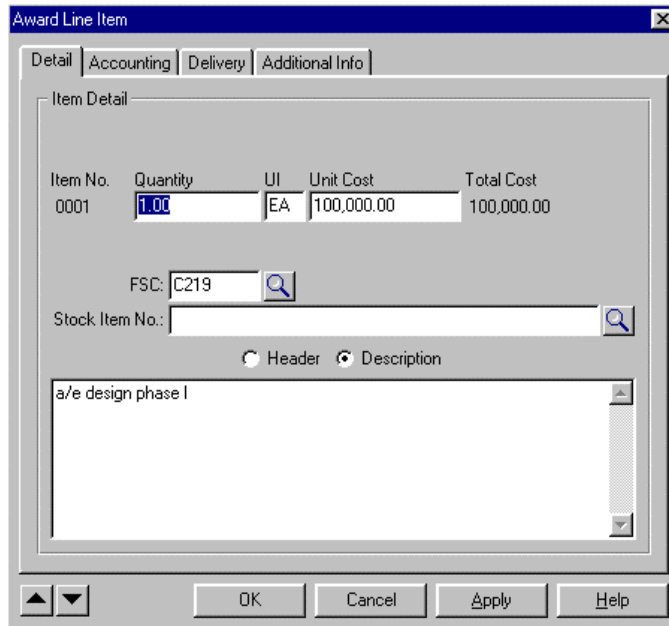
Enter data or press ESC to end.

*NOTE: Please wait for the system to bring forward the line items from the Solicitation module. Depending on the number of line items and network traffic, the database may experience delays.*

Review all line items to determine if changes should be made. Locate and highlight any that need changing, and click on the  icon. The *Award Line Item Tab Control Screen* will appear.

## Award Line Item Tab Control Screen

### Detail Screen






The screenshot shows the 'Award Line Item' window with the 'Detail' tab selected. The 'Item Detail' section contains a table with the following data:

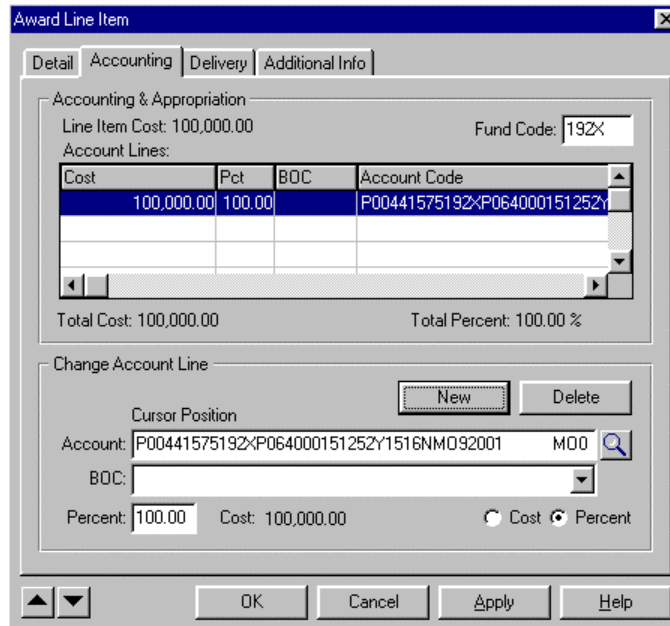
Item No.	Quantity	UI	Unit Cost	Total Cost
0001	1.00	EA	100,000.00	100,000.00

Below the table, there is a field for 'FSC' with the value 'C219' and a search icon. A 'Stock Item No.' field with a search icon is also present. Two radio buttons are shown: 'Header' (unselected) and 'Description' (selected). Below the radio buttons is a text area containing the text 'a/e design phase I'. At the bottom of the window are buttons for 'OK', 'Cancel', 'Apply', and 'Help', along with up and down arrow buttons on the left.

Verify the “Quantity,” “UI” (Unit of Issue), and “Unit Cost.” Make any necessary changes. Verify the “FSC” code. Click the “Description” radio button and then enter the description text.



When there are multiple line items, click  to move through them without exiting the *Award Line Item Tab Control Screen*. Verify the data that has already been entered and then enter the description text. Click  when done, and then move to and click on the “Accounting” tab at the top of the screen. The *Accounting Screen* will come forward. If no accounting appears on the screen click .

## Accounting Screen

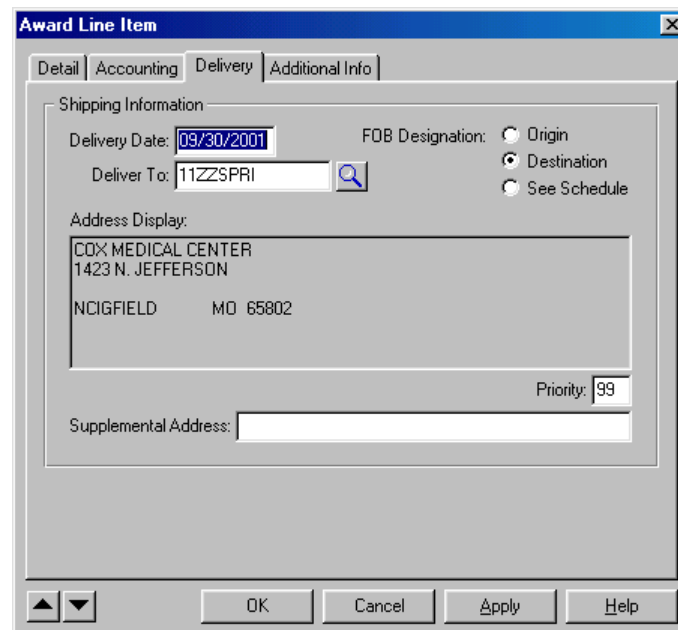


The screenshot shows the 'Award Line Item' window with the 'Accounting' tab selected. The 'Accounting & Appropriation' section displays 'Line Item Cost: 100,000.00' and 'Fund Code: 192X'. Below this is a table for 'Account Lines' with columns 'Cost', 'Pct', 'BOC', and 'Account Code'. The first row shows '100,000.00', '100.00', and 'P00441575192X P064000151252Y'. The 'Total Cost' is 100,000.00 and 'Total Percent' is 100.00 %. The 'Change Account Line' section includes a 'Cursor Position' field, 'New' and 'Delete' buttons, an 'Account' field with the value 'P00441575192X P064000151252Y1516NM092001', a 'BOC' dropdown, and 'Percent' and 'Cost' fields. The 'Percent' field is set to 100.00 and the 'Cost' field is 100,000.00. The 'Cost' radio button is selected. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

Cost	Pct	BOC	Account Code
100,000.00	100.00		P00441575192X P064000151252Y


Verify that both "Line Item Cost" and "Total Cost" are the same. If not, tab to either the "Cost" or "Percent" field and re-enter the accounting cost or percent and click on . The "Total Cost" and "Line Item Cost" should then be the same. If this is the case, click on . Next, click on the "Delivery" tab at the top of the screen to bring up the *Delivery Screen*.

## Delivery Screen

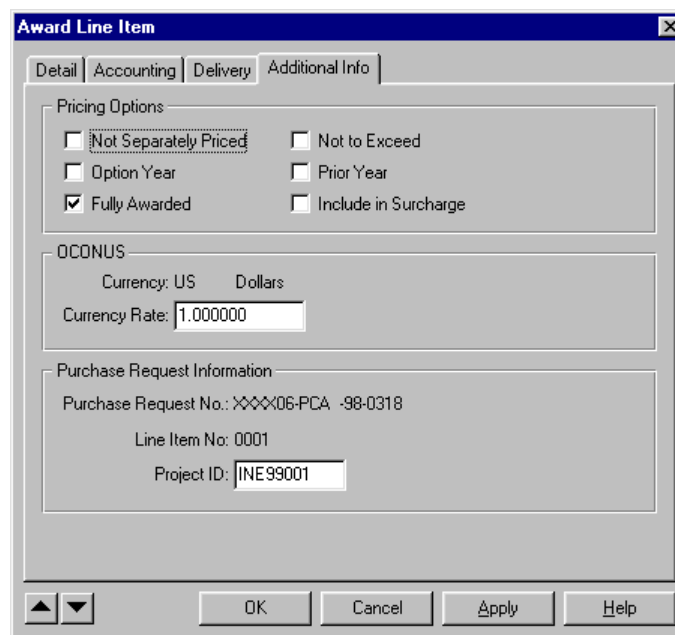


The screenshot shows the 'Award Line Item' window with the 'Delivery' tab selected. The 'Shipping Information' section includes 'Delivery Date: 09/30/2001', 'Deliver To: 11ZZSPRI', and 'FOB Designation' with radio buttons for 'Origin', 'Destination' (selected), and 'See Schedule'. The 'Address Display' section shows 'COX MEDICAL CENTER', '1423 N. JEFFERSON', 'NCIGFIELD', and 'MO 65802'. The 'Priority' field is set to 99. The 'Supplemental Address' field is empty. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.



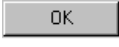
Make any necessary changes, and click on . Then move to the *Additional Info Screen* by clicking on the “Additional Info” tab at the top.

## **Additional Info Screen**




Verify that the appropriate box is checked for “Pricing Options.”

*NOTE: The “Fully Awarded” box should be checked unless this is a multiple award contract.*

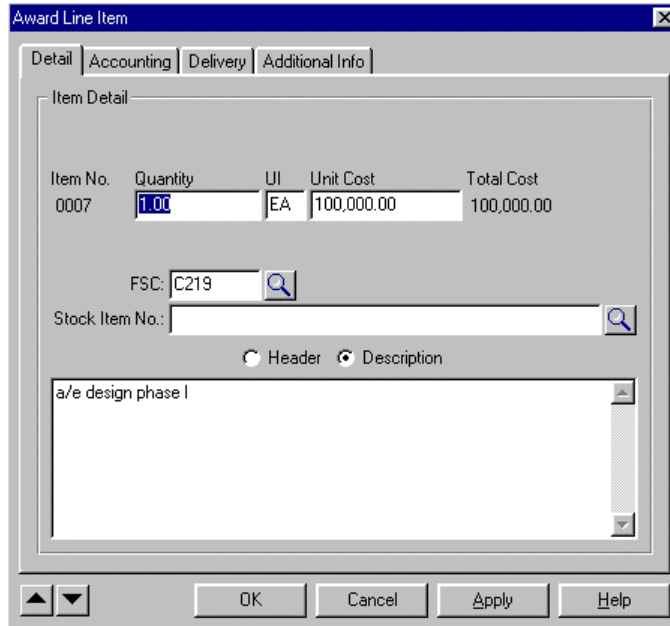
Verify the data that has already been entered and click . EAS returns to the *Award Line Item Management Browser*.

## ***Adding a Line Item***

To add line items to the *Award Line Item Management Browser*, click on the  icon. The *Detail Screen* (from *Award Line Item Tab Control Screen*) will appear.

## Award Line Item Tab Control Screen


### Detail Screen



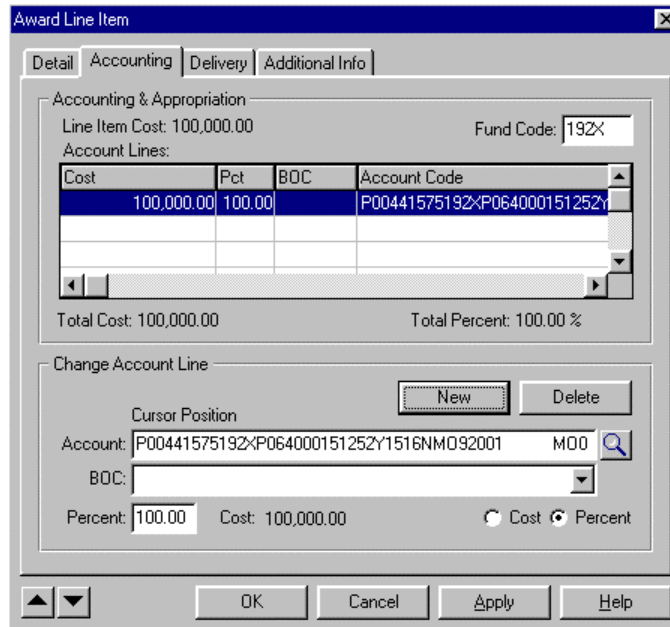
The screenshot shows a software window titled "Award Line Item" with a tab control at the top containing "Detail", "Accounting", "Delivery", and "Additional Info". The "Detail" tab is selected. Below the tabs is a section labeled "Item Detail" containing a table with the following data:

Item No.	Quantity	UI	Unit Cost	Total Cost
0007	1.00	EA	100,000.00	100,000.00

Below the table, there is a field for "FSC:" with the value "C219" and a search icon. Below that is a field for "Stock Item No.:" with a search icon. Below these fields are two radio buttons: "Header" (unselected) and "Description" (selected). Below the radio buttons is a text area containing the text "a/e design phase I". At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

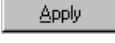
Enter the "Quantity," "UI" (Unit of Issue), and "Unit Cost." Then enter the "FSC" code. Click the "Description" button and enter the description text. Click  when done and move to the *Accounting Screen* by clicking on the "Accounting" tab at the top of the screen.

## Accounting Screen

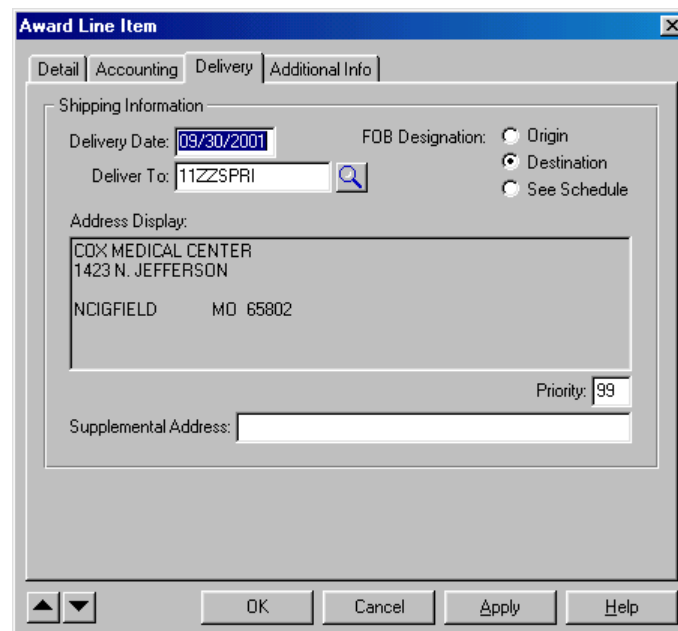


The screenshot shows the 'Award Line Item' window with the 'Accounting' tab selected. The 'Accounting & Appropriation' section displays 'Line Item Cost: 100,000.00' and 'Fund Code: 192X'. Below this is a table for 'Account Lines' with columns 'Cost', 'Pct', 'BOC', and 'Account Code'. The first row contains the values '100,000.00', '100.00', and the account code 'P00441575192X P064000151252Y'. The 'Total Cost' is 100,000.00 and 'Total Percent' is 100.00 %. The 'Change Account Line' section includes a 'Cursor Position' field, 'New' and 'Delete' buttons, an 'Account' field with the same account code, a 'BOC' dropdown, and 'Percent' and 'Cost' fields. The 'Percent' field is set to 100.00 and 'Cost' is 100,000.00. Radio buttons for 'Cost' and 'Percent' are present, with 'Percent' selected. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

Cost	Pct	BOC	Account Code
100,000.00	100.00		P00441575192X P064000151252Y

Accounting data has been brought forward from the purchase request. Make any necessary changes. Enter the “Percent” or “Cost” to be applied to this accounting string. “Line Item Cost” and “Total Cost” should be the same. If that is the case, click , then click on the “Delivery” tab and the *Delivery Screen* will come forward.

## Delivery Screen



The screenshot shows the 'Award Line Item' window with the 'Delivery' tab selected. The 'Shipping Information' section includes 'Delivery Date: 09/30/2001', 'Deliver To: 11ZZSPRI' with a search icon, and 'FOB Designation' with radio buttons for 'Origin', 'Destination' (selected), and 'See Schedule'. The 'Address Display' section shows 'COX MEDICAL CENTER', '1423 N. JEFFERSON', 'NOIGFIELD MO 65802'. The 'Priority' field is set to 99. There is a 'Supplemental Address' field. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

Make any necessary changes and click . Move to the *Additional Info Screen* by


clicking on the “Additional Info” tab.

## **Additional Info Screen**

The screenshot shows a dialog box titled "Award Line Item" with a blue title bar and a close button. It has four tabs: "Detail", "Accounting", "Delivery", and "Additional Info", with "Additional Info" being the active tab. The dialog is divided into three main sections: "Pricing Options", "OCONUS", and "Purchase Request Information".


- Pricing Options:** Contains six checkboxes arranged in two columns. The first column has "Not Separately Priced" (unchecked), "Option Year" (unchecked), and "Fully Awarded" (checked). The second column has "Not to Exceed" (unchecked), "Prior Year" (unchecked), and "Include in Surcharge" (unchecked).
- OCONUS:** Contains a "Currency" field set to "US Dollars" and a "Currency Rate" text box containing "1.000000".
- Purchase Request Information:** Contains a "Purchase Request No." field with the value "XXXX06-PCA -98-0318", a "Line Item No." field with the value "0001", and a "Project ID" text box containing "INE99001".

At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help", along with up and down arrow buttons on the left.

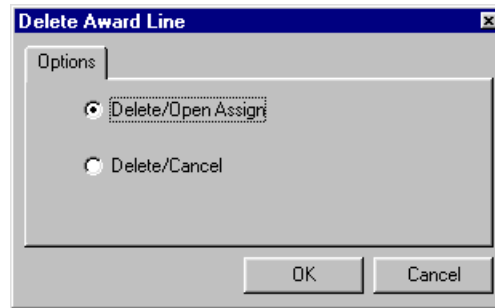
Verify that the appropriate box is checked for “Pricing Options.” Verify all other entered data, and click . The *Award Line Item Management Browser* will appear.


*NOTE: The “Fully Awarded” box should be checked unless this is a multiple award contract.*

## ***Deleting a Line Item***

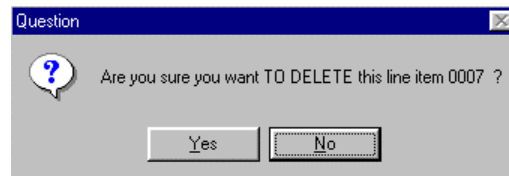
To delete a line item from the *Award Line Item Management Browser*, first highlight the line item to be deleted and then click on the “Delete”  icon. The *Delete Award Line Prompt Box* will appear.

## Delete Award Line Prompt Box



Click on “Delete/Cancel” to delete the line item and then . A *Question Dialog Box* will appear.

## Question Dialog Box



Click “Yes” to confirm the deletion and the *Award Line Item Management Browser* will reappear.

## Award Line Item Management Browser


Line Item Total: 900,000.00      Option Total: 700,000.00

No.	Description	Quantity	UI	Cost	Type	Status
0001	a/e design phase I	1.00	EA	100000.00	BPRI	Full Award
0002	a/e build phase I	1.00	EA	200000.00	BPRI	Full Award
0003	a/e design phase I	1.00	EA	100000.00	OPRI	Full Award
0004	a/e build phase I	1.00	EA	200000.00	OPRI	Full Award
0005	a/e design phase I	1.00	EA	100000.00	OPRI	Full Award
0006	a/e build phase I	1.00	EA	200000.00	OPRI	Full Award

Description : a/e build phase I

Enter data or press ESC to end.

Check each line item type in the “Type” column to ensure correct option designation. In order for line items to be included in the base award, they must be coded “BPRI.” Line items coded “OPRI” (options) will be excluded from the base award amount.

Exit by clicking the  button at the top right-hand corner of the screen. The *Award Obligation Tab Control Screen* will appear.

## ***Award Obligation***

### **Award Obligation Tab Control Screen**

#### **Obligation Screen**

Award Obligation

Obligation Other Totals Surcharge

Award Total

☐ Always calculate obligated amount

Line Item Total: 4,509,000.00

Award Total: 4,509,000.00 (Includes Other Totals)

US \$ Total: 4,509,000.00

Obligated Amount: 0.00


Contract Officer: AKE Mitchell R. Akers

FPDS Reporting

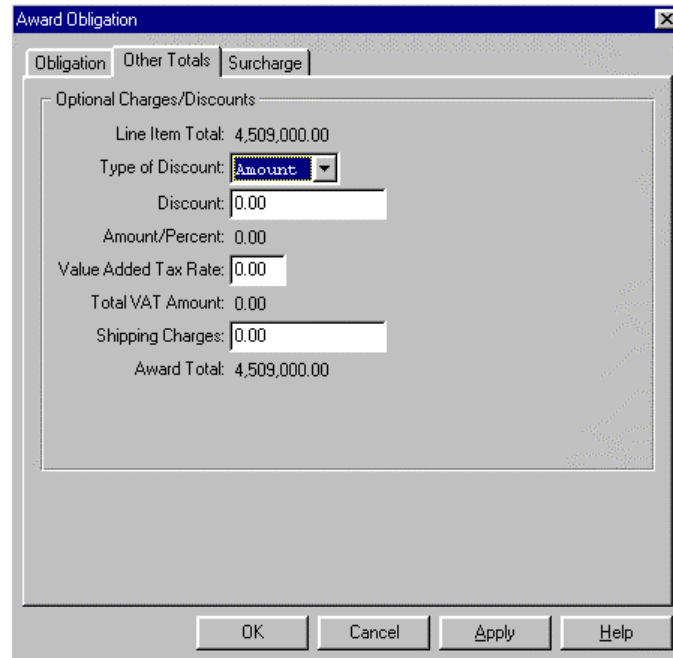
☒ Reporting Required

☒ Create/Update Report on Close

OK Cancel Apply Help

Click on  . Click on “Other Totals” tab to enter any discounts or shipping charges.

## Other Totals Screen



The 'Award Obligation' window has three tabs: 'Obligation', 'Other Totals' (selected), and 'Surcharge'. The 'Other Totals' tab displays the following information:

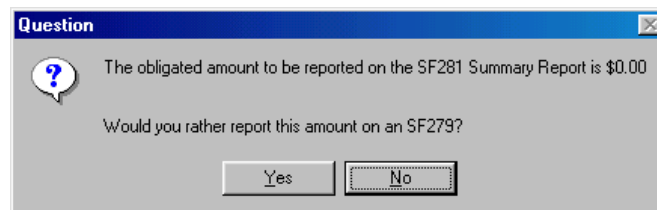
- Optional Charges/Discounts
- Line Item Total: 4,509,000.00
- Type of Discount: Amount (dropdown menu)
- Discount: 0.00
- Amount/Percent: 0.00
- Value Added Tax Rate: 0.00
- Total VAT Amount: 0.00
- Shipping Charges: 0.00
- Award Total: 4,509,000.00

Buttons at the bottom: OK, Cancel, Apply, Help.

*Note: The Surcharge Screen should remain **untouched** since it does not apply to GSA.*

Click  and a *Question Dialogue Box* will appear.

## **Question Dialogue Box**



The 'Question' dialog box contains a question mark icon and the following text:

The obligated amount to be reported on the SF281 Summary Report is \$0.00

Would you rather report this amount on an SF279?

Buttons: Yes, No

Click  to create a SF-279. The *SF-279 Data Entry Screen* will appear.



# Preparing an SF279 for an IDIQ Award

## Screen 1–8

Screen Number	Description	Contents
1	Reporting Agency Code	EAS defaults to 4740, the FPDS (Federal Procurement Data System) agency GSA/PBS identifier. (The code is actually 4740.4740).
2	Contract Number	EAS defaults to the number assigned at Award.
3	Modification Number	EAS defaults to the Modification number issued against the contract (if any).
4	Contracting Office Order Number	EAS defaults to the delivery order number issued against the contract.
5	Contracting Office Code	EAS supplies a default code. Enter the appropriate Contracting Office Code if it is different from the default. This number uniquely identifies the purchasing or contracting office.
6	Action Date	EAS pulls this date forward from the <i>Award Screen</i> .
7	Type of Data Entry	This field indicates the type of SF279 being reported. EAS defaults to “A” for original (an action not previously reported to the FPDS). However, if this is not an original 279, change to the correct code. Your other choices include: B – Deleting (for deleting a previously reported action to the FPDS) C – Correctly (for correcting a previously reported action)
8	Report Period	EAS defaults to the year and quarter the report was submitted, usually the current fiscal year and quarter. Do not change.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 9-16*.

## **Screen 9-16**

The screenshot shows a software window titled "SF279" with a tabbed interface. The "9 To 16" tab is selected. The form contains the following fields:

Field Number	Field Label	Value
9	Kind of Contract Action	C.New Definitive Contract
10	Dollars Obligated or Deobligated	00000300
11	Type of Obligation	A. Obligated
12	Principal Product or Service	C219
13	SIC Code	8711
14	Commercial Item Acquisition	
15	Contractor Name	Ackerman Inc., Architecture +
16	Contractor Identification Number	115852253

At the bottom of the window are four buttons: OK, Cancel, Apply, and Help.

Field Number	Description	Contents
9	Kind of Contract Action	Enter the appropriate code from the following choices: A -- <i>Initial Letter Contract</i> . B -- <i>Definitive Contract superceding letter contract</i> . C -- <i>New Definitive Contract</i> . D — <i>Small Purchase Procedure</i> . Use when an action is a small purchase procedure pursuant to <i>FAR Part 13</i> . Modifications to small purchases shall be reported as H. F — <i>Order under Basic Ordering Agreement (BOA)</i> . Use when an action is an order under a BOA. G — <i>Order/Modification under Federal Schedule</i> . Use when action is an Order, Modification to an order, or Termination of an order under a Federal Schedule contract. H — <i>Modification</i> . Use when the action is a modification to an existing Letter Contract, Definitive Contract, or Order (except for a modification to an order under a Federal Schedule contract, which shall be reported under G).
10	Dollars Obligated (or Deobligated)	Enter the total award "Obligated Amount" in 1,000s of dollars, round to the nearest thousand, normally 0.
11	Type of Obligation	EAS defaults to A for "Obligated" (action obligates dollars). The only other choice is B for "Deobligated." Change to B if the action deobligates dollars.
12	Principal Product or Service	Enter the four-digit code from the <i>FPDS Product and Services Code Manual</i> . DO NOT LEAVE BLANK.
13	SIC Code	Enter the Standard Industrial Classification (SIC) Code that applies to the type of work being performed. DO NOT LEAVE BLANK.
14	Commercial Item Acquisition	Your choices are Y for "Yes" or N for "No." Defaults from the base award.
15	Contractor Name	EAS defaults to the previously entered name.
16	Contractor Identification Number	EAS pulls the Dun & Bradstreet (DUNS) number from the contractor vendor file (master bidders' list). DO NOT LEAVE BLANK.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 17–23*.

## Screen 17–23

Field Number	Description	Contents
17a	Principal Place of Performance	Report the FIPS code of the city, state, foreign country, or government installation where the items are produced, manufactured, mined, or grown or the service would be performed. (See Block 17 of the <i>SF 279</i> for the base contract.) <i>Do not use two-letter postal abbreviations.</i> For construction or A/E contracts, report the construction site location. FIPS codes can be found on the Internet at <a href="http://web1.whs.osd.mil/PEIDHOME/FIPSquery.htm">http://web1.whs.osd.mil/PEIDHOME/FIPSquery.htm</a> . DO NOT LEAVE BLANK.
17b	Foreign Country Code	Use, if applicable. In most cases, however, this field will be blank.
18	Foreign Gov't or International Orgn.	Use, if applicable. In most cases, however, this field will be "No."
19	Tariff or Regulated Acquisition	Use, if applicable. In most cases, however, this field will be blank.
20	Multi-year Contract	If the base contract period or duration of construction is greater than 365 days, enter "Yes." Otherwise, enter "No."
21	Reserved for FPDS	No applicable
22	Country of Manufacture	EAS defaults to U.S.

Field Number	Description	Contents
23	Synopsis of Procurement	Report based on the <i>CBD</i> synopsis required of <i>FAR 5.2</i> . Choose from: A — Synopsized prior to Award B — Not Synopsized because of Urgency C — Not Synopsized for other Reason

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 24-31*.

### **Screen 24–31**

The screenshot shows a software window titled "SF279" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with the following tabs: "1 To 8", "9 To 16", "17 To 23", "24 To 31" (which is the active tab), "32 To 33", "34 To 41", "42 To 49", and "Reports". The main area of the window contains a list of fields for data entry:

- 24. Type of Contract or Modification: A dropdown menu with a blue selection bar.
- 25. CICA Applicability: A dropdown menu.
- 26. Solicitation Procedures: A dropdown menu.
- 27. Authority Other Than Full and Open Competition: A dropdown menu.
- 28. Number of Offers Received: A dropdown menu.
- 29. Extent Competed: A dropdown menu.
- 30. Type of Contractor: A dropdown menu showing "B. Other Small Business".
- 31. Women-Owned Business: A dropdown menu showing "No".

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

Field Number	Description	Contents
24	Type of Contract or Modification	Report code that represents the predominance of dollars obligated or deobligated. A — Fixed-Price Redetermination J — Fixed-Price K — Fixed-Price with Economic Price Adjustment L — Fixed-Price Incentive R — Cost-Plus Award Fee S — Cost-No Fee T — Cost-Sharing U — Cost-Plus-Fixed Fee V — Cost-Plus-Incentive Y — Time and Materials Z — Labor Hours
25	CICA Applicability	Enter the appropriate codes from the following: A. <i>CICA Applicable</i> — Use if the action resulted from a Solicitation issued on or after April 1, 1985, and Code B or C does not apply. B. <i>Purchase Orders/BPA Calls Using Small Purchase Procedures</i> — Use if the action is a purchase order or BPA calls. C. <i>Subject to Statute Other than CICA</i> — Use if specific legislation authorizes agency to use procurement procedures not covered by the CICA statute, and only if the agency notifies FPDC in advance that this code is authorized. D. <i>Pre-CICA</i> — Use if the action resulted from Solicitations issued before April 1, 1985. E. <i>Commercial Items Acquisition</i> — Use if the action resulted from Solicitations issued using <i>FAR, Part 12</i> . DO NOT LEAVE BLANK.

Field Number	Description	Contents
26	Solicitation Procedures	<p>Choose from the following:</p> <p>A. Full and Open Competition — Sealed Bid</p> <p>B. Full and Open Competition — Competitive Proposal</p> <p>C. Full and Open Competition — Combination</p> <p>D. <i>Architect/Engineer</i> — Use if the action resulted from selection of sources for A/E contracts.</p> <p>E. <i>Basic Research</i> — Use if the action resulted from competitive selection of basic research proposals.</p> <p>F. <i>Multiple Award Schedule</i> — Use if the action is for award of a multiple award schedule or an order against a multiple award schedule.</p> <p>G. <i>Alternate Source-Reduced Cost</i> — Use if the action resulted from use of procedures to reduce overall costs pursuant to <i>FAR 6.202(a)(1)</i>.</p> <p>J. <i>Alternate Source-Engineer, R&amp;D Capability</i> — Use if the action resulted from use of procedures for establishing or maintaining an essential engineering, research, or development capability pursuant to <i>FAR 6.202(a)(3)</i>.</p> <p>K. <i>Set Aside</i> — Use if the action resulted from use of procedures for set asides pursuant to <i>FAR 6.203</i>, competed 8(a) awards, and sole source 8(a) awards.</p> <p>L. Other Than Full and Open Competition.</p> <p>DO NOT LEAVE BLANK.</p>

Field Number	Description	Contents
27	Authority Other Than Full and Open Competition	<p>Enter one of the following ONLY when 26 is Y for “Yes.”</p> <p>A. <i>Unique Source</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(b)(1)</i>.</p> <p>B. <i>Follow-on Contract</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(a)(2)(ii)</i>.</p> <p>C. <i>Unsolicited Research Proposal</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(a)(2)(i)</i>.</p> <p>D. <i>Patent/ Data Rights</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(b)(2)</i>.</p> <p>E. <i>Utilities</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(b)(3)</i>.</p> <p>F. <i>Standardization</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(b)(4)</i>.</p> <p>G. <i>Only One Source – Other</i> — Use if the action was justified pursuant to <i>FAR 6.302-1</i> in a situation other than the examples cited in A through F above.</p> <p>H. <i>Urgency</i> — Use if the action was justified pursuant to <i>FAR 6.302-2</i>.</p> <p>J. <i>Mobilization</i> — Use if the action was justified pursuant to <i>FAR 6.302-3(a)(2)(i)</i>.</p> <p>L. <i>International Agreement</i> — Use if the action was justified pursuant to <i>FAR 6.302-4</i>.</p> <p>M. <i>Authorized by Statute</i> — Use if the action was justified pursuant to <i>FAR 6.302-5(a)(2)(I)</i>. This includes actions under the <i>SBA 8(a)</i> Program that are sole source pursuant to <i>FAR 6.302.5(b)(4)</i>.</p> <p>N. <i>Authorized Resale</i> — Use if the action was justified pursuant to <i>FAR 6.302-5(a)(2)(ii)</i>.</p> <p>P. <i>National Security</i> — Use if the action was justified pursuant to <i>FAR 6.302-7</i> Public Interest.</p> <p>Q. <i>Public Interest</i> — Use if the action was justified pursuant to <i>FAR 6.302-7</i> Public Interest.</p>
28	Number of Offers Received	<p>Enter the appropriate code from the following choices:</p> <p>A. 1, B. 2–5, C. 6–10, D. 11–15, E. 16–20, F. 21–50, G. over 50.</p>



Field Number	Description	Contents
29	Extent Competed	<p>Use one of the following when the conditions apply.</p> <p>A. <i>Competed Action</i> — Use when Fully and Openly Competed</p> <p>B. <i>Not Available for Competition</i> — Use for utilities, brand name commercial products for authorized resale, procurements authorized or required by statute, sole source 8(a), or other contract actions where the agency has determined that there is no opportunity for competition.</p> <p>C. <i>Follow-On to Competed Action</i> — Use when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions.</p> <p>D. <i>Not Competed</i> — Use when A, B, or C do not apply.</p>

Field Number	Description	Contents
30	Type of Contractor	<p>Enter the appropriate code. DO NOT LEAVE BLANK.</p> <p>A. <i>Small Disadvantaged Business</i> — Use for an award to a small disadvantaged business concern as defined in <i>FAR 19.001</i>.</p> <p>B. <i>Other Small Business</i> — Use for an award to a small business concern as defined in <i>FAR 19.001</i> when Code A does not apply.</p> <p>C. <i>Large Business</i> — Use for an award to a concern that is not a small business concern or an individual.</p> <p>D. <i>JWOD Non-Profit Agency</i> — Use for an award to a workshop for the blind or for the other severely handicapped persons as defined in <i>FAR 8.701</i>.</p> <p>E. <i>Nonprofit Educational Organization</i> — Use for an award to an educational organization neither organized for profit nor owned by a state or local government.</p> <p>F. <i>Nonprofit Hospital</i> — Use for an award to a hospital neither organized for profit nor owned by a state or local government.</p> <p>G. <i>Other Nonprofit Organization</i> — Use for an award to any other organization that is neither organized for profit nor owned by a state or local government, including research organizations.</p> <p>H. <i>State/Local Government – Educational</i> — Use for an award to a state-owned or locally-owned educational organization</p> <p>J. <i>State/Local Government – Hospital</i> — Use for an award to a state-owned or locally-owned hospital</p> <p>K. <i>Other State/Local Government</i> — Use for an award to any other organization that is part of a state or local government, including state or local research organizations</p> <p>L. <i>Foreign Contractor</i> — Use for an award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof).</p> <p>M. <i>Domestic Contractor Performing Outside U.S.</i> — Use for an award to a source inside the U.S. and its outlying areas, but where the principal place of performance will be outside the U.S. and its outlying areas.</p> <p>N. <i>Historically Black College/University or Minority Institution (HBCU/MI)</i> — Use for an award to a source identified as an institution determined by the Secretary of Education to meet the requirements of <i>34 CFR 608.2</i>. “Minority Institution” means an institution of higher education meeting the requirements of Section 1046(3) of the <i>Higher Education Act of 1965</i>.</p>
31	Woman-Owned Business	Enter the appropriate code. Choose Y for “Yes” or N for “No.”

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 32-33*.

## Screen 32-33

**SF279**

1 To 8 | 9 To 16 | 17 To 23 | 24 To 31 | **32 To 33** | 34 To 41 | 42 To 49 | Reports

☒ 32. HUBZone Small Business Concern

☒ 33a. HUBZone Program

☒ 33b. Small Disadvantaged Business Programs

☒ 33c. Other Preference Programs

33d. HUBZone Price Evaluation Preference Percent Difference

33e. SDB Price Evaluation Adjustment Percent Difference

OK Cancel Apply Help

Field Number	Description	Contents
32	HUBZONE Small Business Concern	
33a	HUBZone Program	
33b	Small Disadvantages Business Programs	
33c	Other Preference Programs	Enter the appropriate code for the program for which the Solicitation was set-aside. DO NOT LEAVE BLANK. A. Directed to a JWOD Nonprofit Agency B. 8(a) Contract Award C. Reserved D. Small Business Set-Aside E. Reserved F. Reserved G. Buy Indian/Self Determination H. No Reference Program or Not Listed J. Small Disadvantaged Business Set-Aside
33d	HUBZone Price Evaluation Preference Price Difference	
33e	SDB Price Evaluation Adjustment Percent Difference	

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 34-41*.

## **Screen 34-41**

The screenshot shows a software window titled "SF279" with a tabbed interface. The tabs are labeled "1 To 8", "9 To 16", "17 To 23", "24 To 31", "32 To 33", "34 To 41" (which is the active tab), and "42 To 49". There is also a "Reports" button. The main area contains a form with the following fields:

- 34. Subcontracting Plan: A dropdown menu with a blue bar.
- 35. Subject to Labor Statutes: A dropdown menu.
- 36. Estimated Contract Completion Date: A text box containing "12/30/2000".
- 37. Contractor's TIN: A text box containing "420845038".
- 38. Common Parent's Name: A text box.
- 39. Common Parent's TIN: A text box.
- 40. Reserved: A text box.
- 41. Reserved: A text box.

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

Screen Number	Description	Contents
34	Subcontracting Plan	Enter the appropriate code. A. <i>Required</i> — Use if the contract contains a subcontracting plan. B. <i>Not Required</i> — Use if the contract does not contain a subcontracting plan.
35	Subject to Labor Statutes	Enter the appropriate code. A. Subject to Walsh-Healey Act C. Service Contract Act D. Davis-Bacon Act E. Not Subject to Walsh-Healey, Davis-Bacon, or Service Contract Acts
36	Estimated Contract Completion Date	EAS displays the expiration date from the “Admin Screen” of the Award Administration Tab Control Box. Enter the <b>current</b> contract completion date.
37	Contractor’s TIN	Pulled from the bidder record in the master bidders’ list.
38	Common Parent’s Name	Data displays from the Vendor file if a common parent is applicable.
39	Common Parent’s TIN	Data displays from the Vendor file if Item 37 is applicable.

Screen Number	Description	Contents
40	Reserved for FPDS	Not applicable
41	Reserved for FPDS	Not applicable

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 42–49*.

## **Screen 42–49**

SF279

1 To 8 | 9 To 16 | 17 To 23 | 24 To 31 | 32 To 33 | 34 To 41 | 42 To 49 | Reports

42. Demonstration Program [dropdown]

43. Emerging Small Business [dropdown]

44. Emerging Small Business Reserve Award [dropdown]

45. Size of Small Business [dropdown]

46. Reserved for FPDS

47. Optional Reported Data Elements

48. For Agency Internal Use

49 Contracting Officer or Rep. SA1 [search icon] Submitted: 10/25/1999

SA for GSA (Training)

OK Cancel Apply Help

Screen Number	Description	Contents
42	Demonstration Test Program	Does not apply to contract actions under the Federal Schedule Program. Choose “Yes” or “No.” Y (Yes) — Use for any contract action awarded to U.S. business concerns as a result of a Solicitation issued on or after 1/1/89 under the Demonstration Test Program for the designated industry groups or the targeted industry categories. N (No) — Use when the above does not apply.
43	Emerging Small Business	Enter a code only if Item 42 is “Yes” or if the contractor represents that it is an emerging small business. Otherwise, leave blank.

Screen Number	Description	Contents
44	Emerging Small Business Reserved Award	Enter a code only if Item 43 is “Yes” or if contract actions (including modifications) resulted from an award reserved for emerging small business concerns. Otherwise, leave blank.
45	Size of Small Business	Enter a code if the award is to a small business concern or Item 42 is “Yes.”
46	Reserved for FPDS	Not applicable
47	Optional Reported Data Elements	Not applicable
48	For Agency Internal Use	Not applicable
49	Contracting Officer	Enter the three-letter EAS ID of the contracting official who will sign the <i>SF 279</i> . (EAS defaults to previously entered information.)
	Submitted	Enter the estimated date the award is being submitted.

## **Screen Reports**

The screenshot shows a window titled "SF279" with a "Reports" tab selected. The window displays the "SF279 Edit Report" with the following details:

- Today's Date: 10/25/1999
- Report Time: 4:21:00 PM


Below the date and time, a list of error messages is displayed:


- Item 5 must be 5 characters.
- Item 8 cannot be greater than current quarter and year.
- Item 13 may not be blank if item 9 is not G.
- Item 14 must not be blank if item 9 is not G.
- Item 17b must have an entry if Item 17a, State code, is blank.
- Item 23 may only be blank if item 18 is Y or item 9 is G or item 16 is UNICOR.
- Item 24 must contain an entry if item 9 is not G, item 18 is not Y and item 16 is not UNICOR.
- Item 25 must have a valid code.


At the bottom of the window, there are three buttons: "Update Edit Report", "Print Edit Report", and "Print SF279". At the very bottom, there are four standard window control buttons: "OK", "Cancel", "Apply", and "Help".

When you have finished entering the data for all of the relevant *SF 279* fields, click the “Reports” tab and then the “Update Edit Report” button. If you find errors, click on the appropriate tabs and make corrections. Review the above instructions carefully, and ask your System Administrator for assistance if you have a question about any of the entries.

## ***Printing the SF 279***

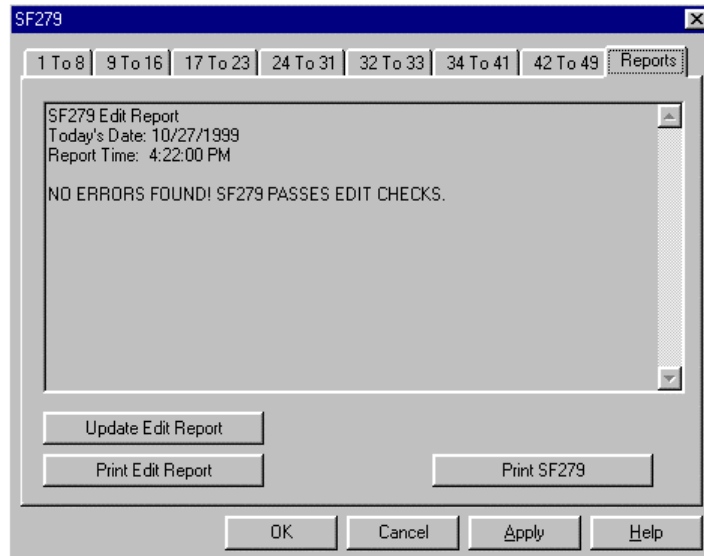
Click the button marked “*Print SF 279.*” EAS will display a preview of the printed SF 279. If everything is as it should be on the screen, click the “*Print*” button, and, if desired, adjust the number of copies. Click . The form will print to your Windows printer.

Acknowledge any system messages by clicking . After your form has successfully printed, click the “*Close*” button at the top of your screen, and EAS will return you to the SF 279 Screen.

Click  to save your work. EAS will return you to the *Award Summary Screen*.

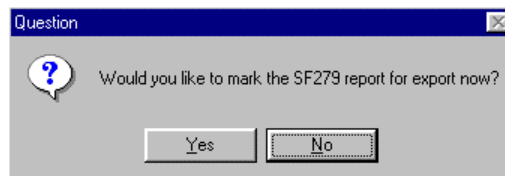
## Marking SF 279 Data for Export

### Reports Screen



When exiting your SF279 screen after all corrections are made and the Edit Report Screen shows NO ERRORS FOUND!, the SF279 passes edit checks. The system will prompt you with the following screen:

### **SF279 Export Question Box**




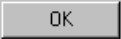
If you click on  the system will mark the SF279 for export. If you click on  the system will close the SF279 report and you will have to mark the report by going to the *Award Summary Screen*, choose “Gateway” and “Mark FPDS.” The system displays the following message: “Record has been marked for export.” Click  to acknowledge. You will return to the *Award Summary Screen*.

This Reports screen helps the editing process for the six previous screens (Fields 1–49) for errors. Click on “Update Edit Report,” and any errors that EAS is able to identify will be listed. Print a copy of the error report by clicking on “Print Edit Report” button located at the lower left of the screen.




Make corrections as indicated on the report until all the errors have been corrected.

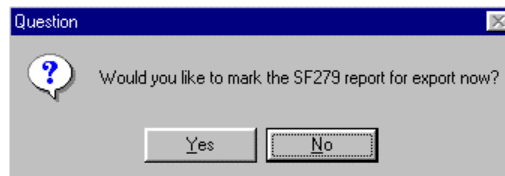
*Note: After each correction has been made, click on the  button.*

Click on the “Update Edit Report” button to display a report reflecting any corrections made. If errors are still listed, continue to make corrections and click on “Update Edit Report” until the message reads “No errors found! SF 279 passes edit checks.” Click on the “Print 279” button and then . The SF 279 will print to the Windows printer.

*Note: Review the SF 279 to ensure that all data is correct and that no required fields are left blank.*

Once the SF 279 is correct, click on  in the upper right-hand corner to return to the SF 279 Reports Screen. The system will ask if the SF279 is to be marked for export.

## SF279 Export Question Box



Click on  and the SF279 will be exported. The *Award Summary Screen* will reappear.

## ***Creating an Award Document***

To create an Award document, click on the "Clauses" hypertext link.


## Award Summary Screen

Award P-06-99-CU-0003	
File Tools Options Gateways Forms Financial	
<input type="checkbox"/> <a href="#">Administration</a> Vendor: 8600 Farley Associates, LLC (000000015) CD: System Administrator (SA1) COR: None Amount: 38,400.00 Date: 09/11/1999	
<input type="checkbox"/> <a href="#">Account Summary</a> Number Codes: 2 Total Amount: \$76,800.00	
<input type="checkbox"/> <a href="#">Line Items</a> Total Number: 3 Total Amount: \$38,400.00	
<input type="checkbox"/> <a href="#">Clauses</a> No clauses. Document Type: Contract Award UCF	
<input type="checkbox"/> <a href="#">Routing</a> No routing information.	
<input type="checkbox"/> <a href="#">FPDS</a> Status: Marked	
<input type="checkbox"/> <a href="#">Modifications</a> No modifications.	
Notes	
<div>No procurement notes.</div>	

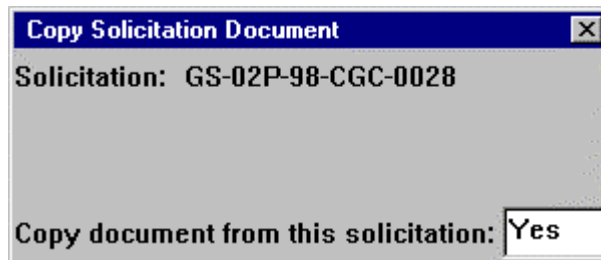
The Award Document Browser will appear.

## Award Document Browser

[illegible]

To bring the contract clauses over from the solicitation, click on the  icon.

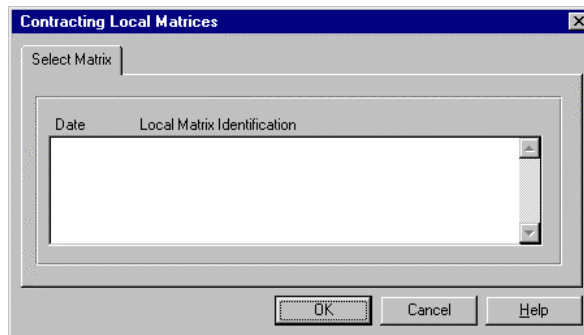
## Copy Solicitation Document Dialog Box



The *Copy Solicitation Document Dialog Box* will appear. Enter “Yes,” and then press <F2> to save. Press  .

The *Select Local Matrices (Contracting) Screen* will appear.

## Select Local Matrices (Contracting) Screen



Click  , and EAS returns you to the *Award Document Screen* and click  to question.

*Note: Choosing any of the listed matrices adds clauses to those already created and brought forward from the Solicitation Module. THIS IS NOT DESIRABLE.*

Click on  , and EAS returns to the *Award Summary Screen*.

*Note: You may change almost anything within an award record until a modification or delivery order has been created against it. The award type and contract number may NOT be changed. If either of these is incorrect, you must delete the award and start over. Awards cannot be deleted after a modification or delivery order has been issued against them.*

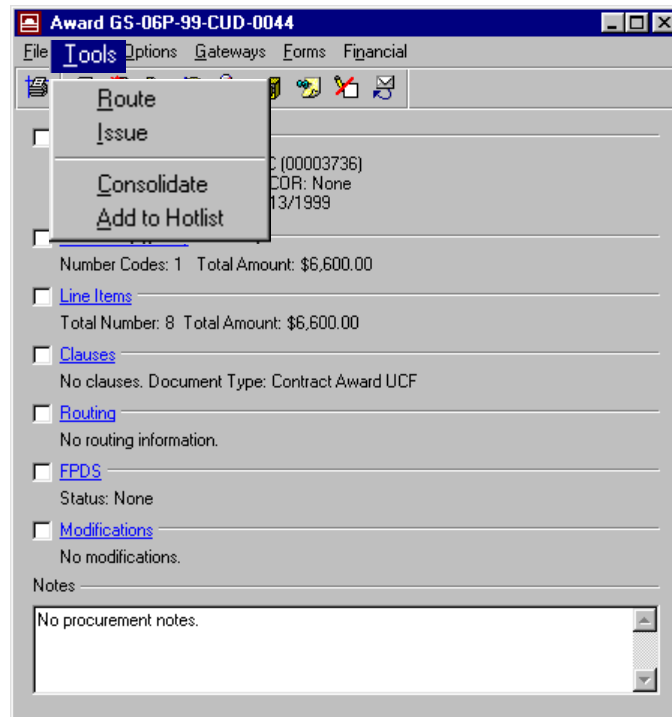
*Note: If the contract is a multiple award, highlight the Solicitation number associated with it, and a drop-down box will appear. Select the appropriate award number from the drop-down box at the upper right. Repeat the Contract Award process.*

*Note: After receipt of acceptable bonds and insurance and issuance of the NTP, you have to revisit the Award Admin Screen to update and correct the contract completion date as determined by the NTP.*

## **Issuing The Contract Award**

At the *Award Summary Screen*, click “Tools,” which will bring up a drop-down menu. Click “Issue,” and the *Award Data Entry Browser* will appear. The system defaults to the “Award Date” field. Make any necessary changes. Press the <F2> key, and the *Award Summary Screen* will reappear.

### **Award Summary Screen**



At the *Award Summary Screen* (shown below), click on “Tools” from the menu bar, then click on “Issue” from the drop-down menu. The *Award Data Entry Screen* appears.

## Award Data Entry Screen

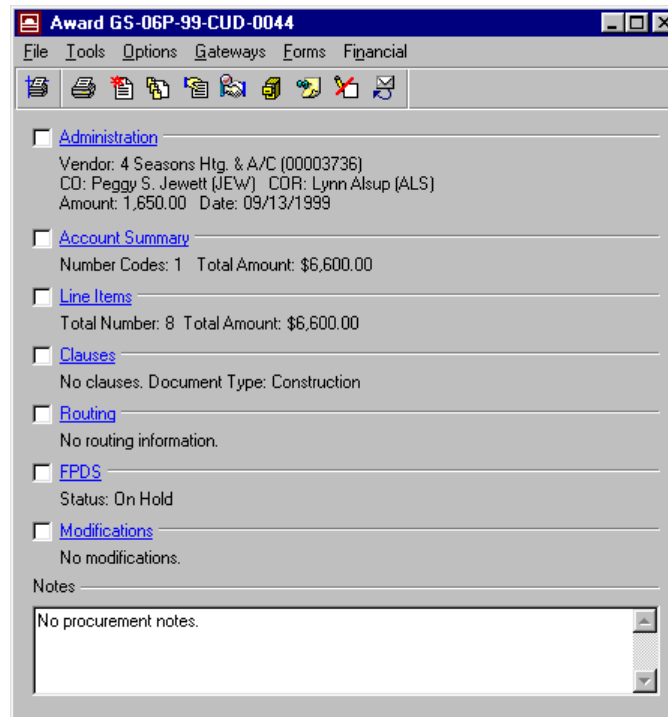


A screenshot of the 'Award' data entry screen. It features a title bar with 'Award' and a close button. The screen is divided into two columns. The left column contains: PIIN: GS-06P-99-CUD-0044, PR: 2PCB-CM-99-0045, Vendor: 00003736, and Bus. Size: small. The right column contains: Delivery Order No.: (blank), Issued: GY000, 4 Seasons Htg. A/C, and Date: 09/13/99 (with a date picker icon).

Make any necessary changes to the “Date” field and push the <F2> key to return to the *Award Summary Screen*.

## Printing the Award

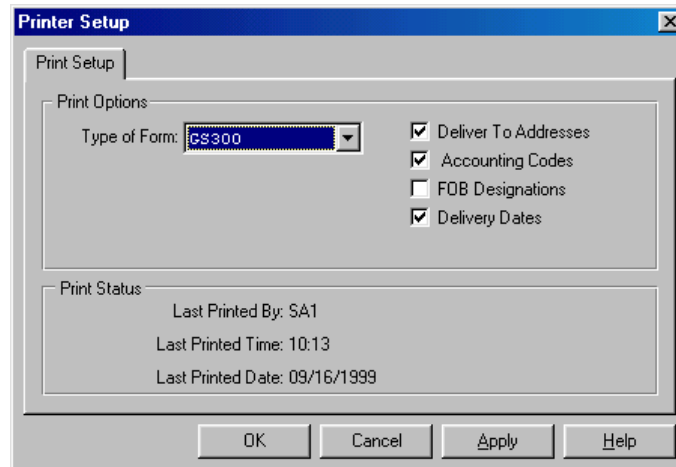
## Award Summary Screen




A screenshot of the 'Award GS-06P-99-CUD-0044' summary screen. It has a menu bar with 'File', 'Tools', 'Options', 'Gateways', 'Forms', and 'Financial'. Below the menu is a toolbar with icons for file operations. The main area contains several sections, each with a checkbox and a title: 'Administration' (checked), 'Account Summary' (unchecked), 'Line Items' (unchecked), 'Clauses' (unchecked), 'Routing' (unchecked), 'FPDS' (unchecked), and 'Modifications' (unchecked). Each section has a text area below it. At the bottom is a 'Notes' section with a text area. The 'Administration' section shows: Vendor: 4 Seasons Htg. & A/C (00003736), CO: Peggy S. Jewett (JEW), COR: Lynn Alsop (ALS), Amount: 1,650.00, Date: 09/13/1999. The 'Account Summary' section shows: Number Codes: 1, Total Amount: \$6,600.00. The 'Line Items' section shows: Total Number: 8, Total Amount: \$6,600.00. The 'Clauses' section shows: No clauses. Document Type: Construction. The 'Routing' section shows: No routing information. The 'FPDS' section shows: Status: On Hold. The 'Modifications' section shows: No modifications.

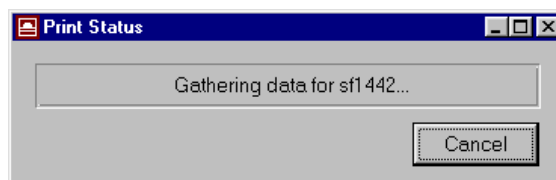
Click on “File” from the menu bar, then click on “Print” from the drop-down menu. The *Printer Setup Screen* will appear.

## Printer Setup Screen



The "Type Of Form" box must be completed. Click in the box next to any of the additional information you want to print on the award document. Click  and return to the *Award Summary Screen*. Click on File | Print and the *Print Status Screen* will appear. If the user profile was set up to reflect printing in MS Word, then a temporary MS Word file will be created in MS Word and EAS will continue to format the document. The MS Word document will be minimized.

## Print Status Screen



After formatting has been completed, the MS Word file will be maximized to make any necessary changes

**NOTE: ANY CHANGES MADE TO THE MS WORD DOCUMENT WILL NOT BE WRITTEN BACK TO EAS.**

## Award Document in MS Word

**SOLICITATION, OFFER, AND AWARD**  
(Construction, Alteration, or Repair)

1. Solicitation No.	2. Type of Solicitation	3. Date Issued	Page of Pages
GS-06P-99-CUD-0044	<input type="radio"/> Sealed Bid (IFB) <input checked="" type="radio"/> Negotiated (RFP)	Sep 13, 1999	1 of 6

IMPORTANT—The "offer" section on the reverse must be fully completed by offeror.

4. Contract No.	5. Requisition/Purchase Request No.	6. Project No.
GS-06P-99-CUD-0044	2PCB-CM-99-0045	INY98003

7. Issued By	Code	8. Address Offer to	Code
General Services Administration	GY000	General Services Administration	GY000
1500 E Bannister Rd		1500 E Bannister Rd	
Kansas City, MO 64131		Kansas City, MO 64131	

9. For Information Call:	A. Name	B. Telephone No. (Include area code) (No Collect Calls)
	Peggy S. Jewett (ID: JEW)	(816) 823-2266
		shedges@caci.com

**SOLICITATION**

**NOTE:** In sealed bid solicitation "offer" and "offer or" mean "bid" and "bidder"

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS: (Title, Identifying No., Date)

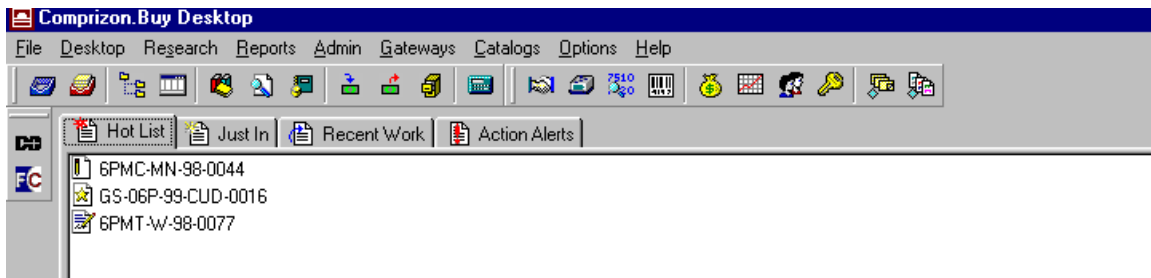
See Attached

Page 1 Sec 1 1/6 At 0.8" Ln 20 Col 48

The document may be saved as a .doc file to any drive or folder desired. When exiting MS Word, the system will return to the *Award Summary Screen*.

If the user profile has not been changed to print in MS Word, then the print job will display as normal in WYSIWYG. To change the user profile, close the award and at the Comprizon.Buy desktop, click on Options | Preferences | My Profile.

## EAS Desktop



## User Profile Tab Control Screen

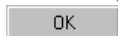
### User Info Screen

The 'User Profile' dialog box is shown with the 'User Info' tab selected. It contains the following fields:

- Code: MEE
- Name: Janet M. Meek
- Title: Program Analyst
- Phone Number: (816) 823-1214
- Fax Number: (816) 926-1659
- Other Phone:
- Office: 6PMC-MN
- E-Mail Address: janet.meek@gsa.gov
- WWW Browser: (with a 'Browse...' button)
- Subsystem:

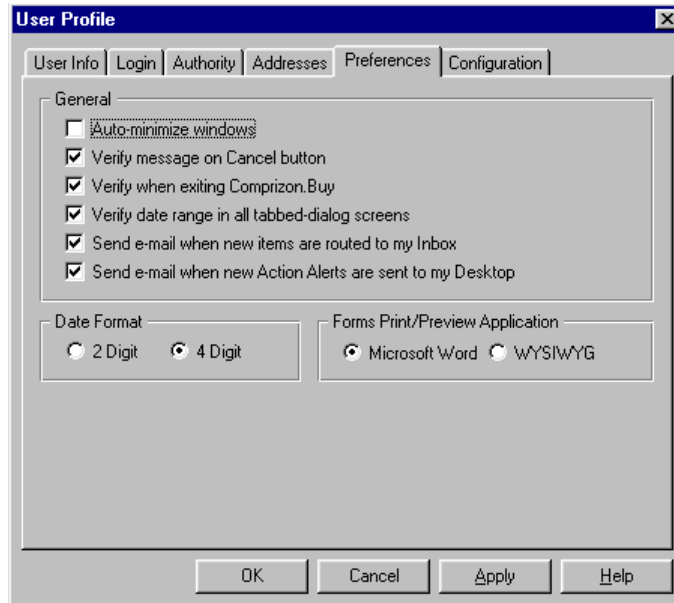
At the bottom are buttons for 'OK', 'Cancel', 'Apply', and 'Help'.


Click on the “Preferences” tab. Make sure the radio button next to “Microsoft Word” is selected (see below). If it isn’t, click on it. After making any necessary changes, click



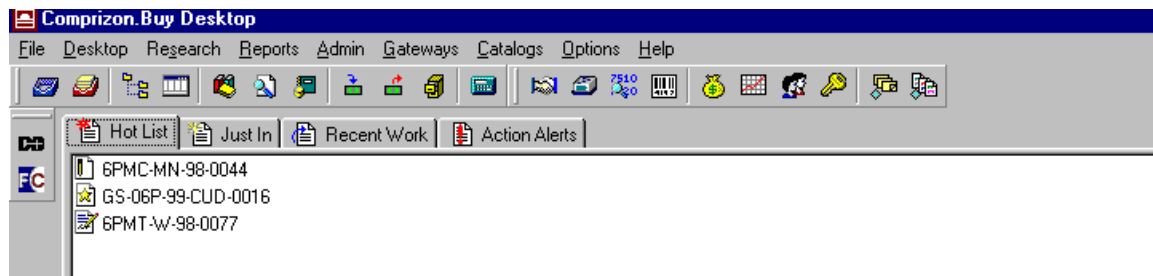



## Preferences Screen



Click  to return to the EAS Desktop.

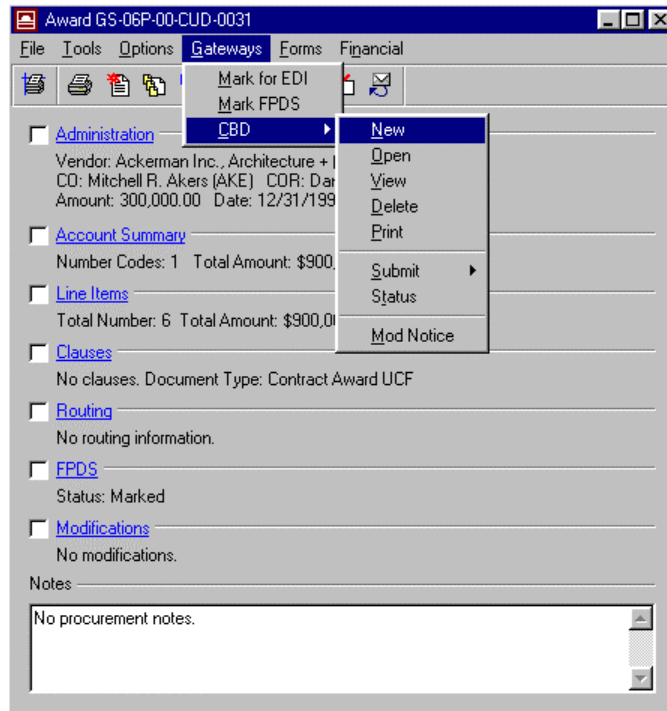
## EAS Desktop



Click on . When a drop-down menu appears, click on “Contracting” and the *Contracting Worksheet* will appear.

## Creating an IDIQ Award CBD

### Award Summary Screen



From the *Award Summary Screen* click on “Gateways” from the menu bar, then click on “CBD” and “New” from the drop-down menus. The *CBD Synopsis Tab Control Screen* will appear.

## CBD Synopsis Tab Control Screen

### Block 1 To 8 Screen

CBD Synopsis

Block 1 to 8 | Block 9 to 16 | Block 17 to 21

Document Number: GS-06P-99-GZC-0514 Status: Not Submitted

1. Action Code: Award Notice

2. Submit Date:

3. Submit Year:

4. GPO Billing Code: GPO682043

5. Password:


6. GPO Zip Code: 64131

7. Class Code:

8. Contracting Office: GSAR6

GSA, Public Buildings Service  
1500 E Bannister Road  
Kansas City, MO 64131

OK Cancel Apply Help

EAS defaults to the “GPO Billing Code” field. Enter the billing address code (i.e., “GPO682051”), and then press the <Tab> key to move to the “Password” field. Enter the CBD password and then tab to the “GPO ZIP Code” field. Edit the ZIP code, if necessary. Press the <Tab> key to move to the “Class Code” field and enter an appropriate class code or use the drop-down menu, if the code is unknown. Press the <Tab> key to move to the “Contracting Office” field and enter the contracting officer code, or use  , if the code is unknown.

Click on the “Block 9 TO 16” tab.

## **Block 9 To 16 Screen**

The screenshot shows a Windows-style dialog box titled "CBD Synopsis" with a close button (X) in the top right corner. It has three tabs: "Block 1 to 8", "Block 9 to 16" (which is selected), and "Block 17 to 21". The "Block 9 to 16" tab contains the following fields:

- 9. Subject: A large text area for entering a description.
- 10. Solicitation Number: A text field containing "GS06P99CUD0044".
- 11. Response Date: A text field.
- 12. Point(s) of Contact: A text field with a magnifying glass icon to its left.
- 13. Contract Award Num: A text field containing "GS06P99CUD0044".
- 14. Contract Amount: A text field containing "1,650.00".
- 15. Line Item Number: A text field.
- 16. Award Date: A text field containing "09/13/1999".

At the bottom of the dialog box are four buttons: "OK", "Cancel", "Apply", and "Help".

Press the <Tab> key to move to the "Subject" field and enter a brief description of the contract being awarded.

**NOTE:** *The subject field cannot be left blank.*

The system will default to the solicitation number into the "Solicitation Number" field. Leave it as it is and press the <Tab> key to move to the "Point of Contact" field. Make any necessary changes or add information, if blank.

The contract number will automatically default to the "Contract Number" field. Press the <Tab> key to move to the "Contract Amount" field and enter the amount obligated if not shown. Press the <Tab> key to move to the "Line Item Number" field and insert all or the number of the line items being obligated. Press the <Tab> key to move to the "Award Date" field. The award date should default from the contract's *Award Summary Screen*. Make any necessary changes.

Click on the "Block 17 TO 21" tab.

## **Block 17 To 21 Screen**

**CBD Synopsis**

Block 1 to 8 | Block 9 to 16 | Block 17 to 21

17. Contractor: 00000175  
Smith Roberts  
2212 NW 50th Street  
Suite 246  
Oklahoma City, OK 73112

18. Description File:

19A. Link-URL:

19B. Link Description:

20A. Email Address: enid.frey@gsa.gov

20B. Email Description: Enid Frey

21. Action End Tag: AWARD

OK Cancel Apply Help

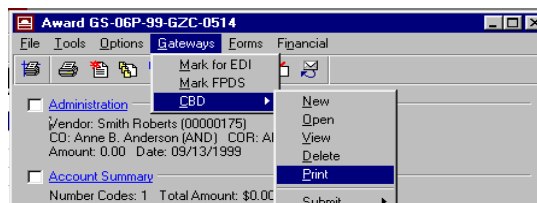
The system will default to the “Vendor ID Number” field. Check the information and make any necessary changes. Leave blocks “19A” and “19B” blank. Insert the user’s Email address in block “20A” and the user’s name in block “20B” as shown in the above picture.

Click  to save the changes to the *CBD Synopsis Tab Control Screen* and return to the *Award Summary Screen*.

## ***Printing the Award CBD***

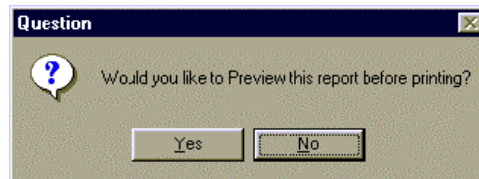
To print the CBD Synopsis, click on “Gateways” from the menu bar, then click on “CBD” and “Print” from the drop-down menus.

## **Award Summary Screen**



A Question Dialog Box will appear.

## Question Dialog Box



If "Yes" is selected, the synopsis will go immediately to the printer. If "No" is selected, the *Print Preview Screen* will appear.

## Print Preview Screen

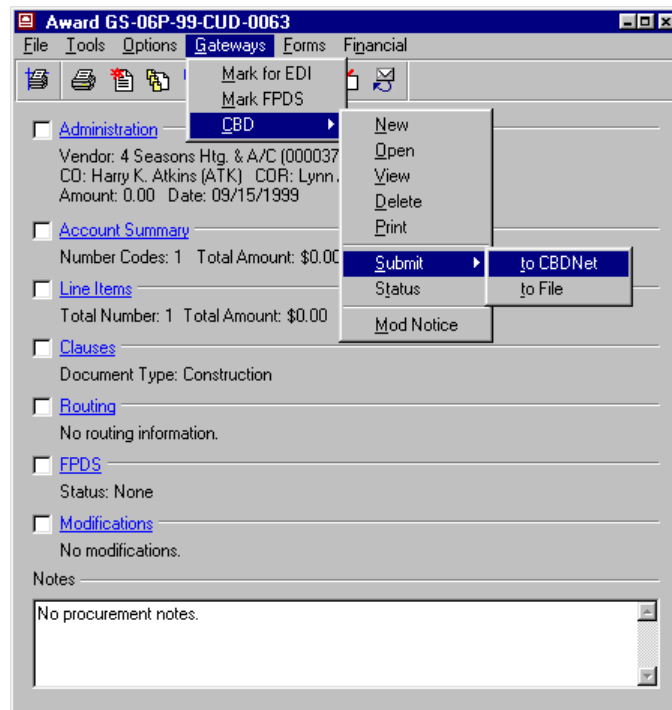
The Print Preview Screen displays a detailed form titled "SOLICITATION OFFER AND AWARD". The form is divided into several sections, including "SYNOPSIS", "SOLICITATION INFORMATION", "OFFER INFORMATION", and "AWARD INFORMATION". The "SYNOPSIS" section contains a table with columns for "SYNOPSIS", "SOLICITATION INFORMATION", "OFFER INFORMATION", and "AWARD INFORMATION". The "SOLICITATION INFORMATION" section includes fields for "SOLICITATION NUMBER", "SOLICITATION TITLE", "SOLICITATION DATE", and "SOLICITATION STATUS". The "OFFER INFORMATION" section includes fields for "OFFER NUMBER", "OFFER TITLE", "OFFER DATE", and "OFFER STATUS". The "AWARD INFORMATION" section includes fields for "AWARD NUMBER", "AWARD TITLE", "AWARD DATE", and "AWARD STATUS". The form also includes a "COMMENTS" section at the bottom for additional information.

To make changes to the CBD Synopsis click on **Close** to close the *Print Preview Screen*, then click on "Gateways" from the menu bar, then "CBD" and "Open" from the drop-down menu. Press the <F2> key to move through the screens, making any necessary changes. When the <F2> key is pressed after the final field, the *Award Summary Screen* will reappear.

## ***Submitting an Entry to the Commerce Business Daily (CBD)***

After following the steps in the previous section (“Creating an Award CBD”) click on “Gateways” from the menu bar, then click on “CBD,” “Submit,” and “CBDNet” from the drop-down menus which appear.

### **Award Summary Screen**



Close the *Award Summary Screen* to return to the EAS Desktop.